

### **13. BASIC FUNCTION OF POSITION:**

Safely and efficiently operate a motor vehicle to transport Embassy personnel from the Political/Economic and Public Affairs Offices, in and around Wellington region, and other locations around New Zealand. Act as a back up to the Ambassador's Chauffeur, during periods of absence, and for all VIP visits. May be required to work variable hours including overtime and weekend work.

### **14. MAJOR DUTIES & RESPONSIBILITIES:**

#### **A. General Chauffeur Duties:**

- Responsible for driving Embassy personnel from Political/Economic and Public Affairs Offices, within Wellington, the outer suburbs and other areas within the country if required.
- Requirement to work outside the normal hours, on holidays, and weekends as required. May be required to work overtime in support of the official responsibilities of the Embassy personnel.
- Ensures that security guidelines are followed in route selection and that the vehicle protective security features are always in proper order.
- Has responsibility for grooming of Embassy vehicles, to include washing interior and exterior and vacuuming interior weekly or more as required.
- Responsible for the upkeep of the 6 Embassy Government-owned vehicles and ensures the maintenance and road-worthiness of the Embassy vehicles. This includes servicing, registration, insurance, and grooming, to include washing the interior and exterior and vacuuming interior weekly or more as required.
- Assists GSO with maintaining Embassy's Motor Vehicle Safety Program and regularly updating ILMS program with expense and usage data.
- If the Embassy vehicle is down due to unforeseen reasons, driver will make all arrangements for a back up vehicle to be used.
- Assist as required with official visits of VIPs and CODELs
- Provides 36 hours notice to the supervisor if unavailable to drive for an official event, and ensures back-up coverage is in place.
- Assist members of the Pol/Econ and Public Affairs Sections with issues and concerns dealing with the safety and security of personnel.
- Assisting with pickup and delivery of priority mail, this is generally between Ministry of Foreign Affairs and Trade (MFAT), Internal Affairs and Chief of Mission Residence (CMR) as well as delivery of invitations to host Government and Diplomatic Mission.
- Gives reasonable notice of intended leave, ensuring that back-up coverage can be arranged during the absence.
- Responsible for the accountability, usage, and replenishment of the gasoline for the detachment vehicle.
- Performs other related duties as assigned.

## **B. Back up to the Ambassador's Chauffeur**

- Provides back up to the Ambassador's Chauffeur, during periods of absence.
- In the absence of a security detail, responsible for the security of the COM while he is traveling outside the embassy.
- Advises and liaises with the Ambassador's Office Manager (OM) and Protocol Assistant on all logistical matters relating to the Ambassador's external meetings and functions.
- Advises and liaises with Executive Office on the COM's external meeting schedule and drive times between destinations.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. Education:** Completion of secondary school is required.
- b. Prior Work Experience:** One year chauffeur driving experience, or equivalent, is required.
- c. Post Entry Training:** Defensive driving training (to evade potential terrorist action); Armored Vehicle Driver Training (AVDT); Cyber Security Awareness Course (PS800); and Ethics for New Locally Employed Staff (PA453).
- d. Language Proficiency:** Fluent English language, both oral and written, (level 3) is required.
- e. Skills and Abilities:** A valid, current and clean New Zealand driver license is mandatory. Must be able to exercise tact, discretion, and diplomacy. Basic word processing skills and the ability to work Excel spreadsheets are required. Must be able to manage multiple calendars in Microsoft Outlook and advanced map reading skills are required.

## **16. POSITION ELEMENTS**

- a. Supervision Received:** This position falls under the Executive Office and is directly supervised by the Ambassador's Office Manager (OM). Incumbent works closely with the OM or his/her designee, and Protocol Assistant in arranging schedules. Supervision is general on routine matters, closer for unusual or "one-off" assignments.
- b. Supervision Exercised:** None
- c. Available Guidelines:** Vehicle operator/maintenance manuals; supervisor's instructions, and established local procedures, customs, and regulations. Foreign Affairs Manual (FAM) and Handbook (FAH). Precedent actions are also used as guides.

- c. Exercise of Judgment:** Judgment is used in determining and choosing safe, secure routes for transporting the Ambassador and/or VIP's, evaluating any potential threats or safety hazards. Advise Protocol Assistant with planning of in-country travel involving driving of government owned vehicle for the Ambassador (Driving distances, routes etc).
- d. Authority to Make Commitments:** The Incumbent makes recommendations on the servicing, grooming, and registration, warrant of fitness and insurance of vehicles.
- e. Nature, Level and Purpose of Contacts:** Daily contact with Embassy staff and public officials' (diplomatic, business, civic and tribal leaders) staff.
- g. Time Expected to Reach Full Performance Level:** Six (6) months.